



Texas Tech Physicians[™]

of EL PASO

El Paso - Ambulatory Clinic Policy and Procedure

Title: GUIDELINES FOR DESTRUCTION AND DISPOSAL OF PROTECTED HEALTH INFORMATION	Policy Number: EP 5.10
Regulation: Joint Commission; HIPAA Reference:	Effective Date: 09/2022

Policy Statement:

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) to maintain the confidentiality of medical record information.

Scope and Distribution:

This policy applies to all TTP-EP at El Paso ambulatory clinics.

Procedure:

1. General:

- a. To maintain the confidentiality of medical record information, it is the policy of TTP-EP Ambulatory Clinics that all destructions/disposal of Protected Health Information (PHI) will be done in accordance with applicable federal and state laws and the TTUHSC retention policy, HSC OP 10.09, The State of Texas Records Retention Schedule, or other applicable TTUHSC Policies. See also relevant TTUHSC HIPAA Policies and Privacy Manual.
- b. Electronic PHI. See HIPAA Security Manual, HIPAA Security policies and HSC OP 63.10, Property Management. Destruction of electronic PHI requires actual destruction of the hard drive containing the electronic PHI data. Deletion of electronic PHI is insufficient.

2. Research Records Containing PHI: Research records that contain PHI obtained as part of the research project shall be retained for the period of time required by the research protocol or governing contract.

Policy Number: EP 5.10	Original Approval Date: 07/2014
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Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinical Medical Directors Committee, Chair Texas Tech Physicians of El Paso	